

# FIRST THINGS FIRST

*Ready for School. Set for Life.*

Arizona Early Childhood Development & Health Board  
Cochise Regional Partnership Council

Meeting Minutes  
November 18, 2010

## Call to Order/Pledge of Allegiance/Introductions

The Regular Meeting of the First Things First Cochise Regional Partnership Council was held on Thursday, November 18, 2010 at 10:00 a.m. at Benson City Hall, 120 W. 6<sup>th</sup> Street, Benson, AZ 85602.

### Council Members Present:

Ana Bae, Marge Dailey, Mario Gonzales (telephonically), David Howe, Chuck Hoyack, Renae Humburg, Ginger Ryan, Jane Strain, Michael Vetter, Nancy-Jean Welker

### Council Members Absent:

### Others Present:

Melissa Avant, Cristal Martin, Marla Chamberlain, Pam Patt, Leann Duncan, Tony Bruno

Chair Howe welcomed everyone and called the meeting to order at approximately 1:10 p.m. Chair Howe led the group in the Pledge of Allegiance.

## Approval of Minutes

A motion was made by Chair Howe to approve the minutes of the October 21, 2010 meeting and November 12, 2010 Work Session. Seeing no objections, the minutes will be posted as published.

## Call to the Public

Tony Bruno, Community Food Bank, spoke of the difficulties of a voucher system with food banks and the families needing assistance.

## Discussion and Approval of 2011 Meeting Dates/Times

Melissa Avant, Regional Coordinator, Cochise Regional Partnership Council, provided the Regional Council with a handout of proposed dates and times in 2011 and discussed scheduling site visits to grantees throughout the year.

Member Humburg moved that the Cochise Regional Partnership Council approve the proposal for meeting dates and times. Member Dailey seconded the motion.  
Motion carried 8:0

#### **Review of Workgroup Sessions for SFY 2012 Planning**

Melissa Avant provided a handout to the Regional Council with recommendations for health, coordination and communication strategies. For strategy five, Health and Nutrition, the recommendation was to maintain in 2012 and revisit in 2013. For strategy nine, Oral Health, the recommendation was to maintain in 2012 and revisit the need and capacity in 2013. The Regional Council discussed measures for health strategies.

The workgroup for Coordination recommended that 2011 be revised to include \$95,000 for the salary/ERE of a coordination position and \$5,000 for an outside facilitator if needed. A resource guide will be created and will be an online document for changes to be made regularly. The workgroup for Communication recommended a proposed expansion for state fiscal year 2012 of \$90,730 to include \$20,000 for Born Learning materials, \$1,000 for special events and the state recommended amount of \$69,730 for media buys.

For the 2012 Needs and Assets report, the workgroup made the recommendation that an additional \$10,000 be spent for specific data within Cochise County. For Evaluation, the workgroup made the recommendation to move the allocation of \$50,000 to the Carry Forward line to improve the overall funding allocation for state fiscal year 2012. For line item Statewide Evaluation, current levels need to be maintained for state fiscal year 2011 and 2012. A total allocation of \$131,175 includes Arizona Health Survey, Child Care Study, Children's Budget, Needs and Assets and Parent Kits.

#### **Discussion and Possible Approval of Holiday Greetings and Year End Letter**

Ms. Avant provided the Regional Council with examples and discussed the possibility of a holiday greeting card and a year-end letter.

Member Humburg moved that the Cochise Regional Partnership Council approve a Year End letter only to be sent out to the general public. Member Bae seconded the motion. The Regional Council will review the letter and send feedback and edits to Melissa Avant via email.  
Motion carried 8:0

#### **Review of SFY 2011 1<sup>st</sup> Quarter Data**

Ms. Avant discussed the 2011 1<sup>st</sup> quarter grantee financial data report. Ms. Avant informed the Regional Council of a few reporting delays, pointed out format changes and highlighted portions of grantee narrative reports. The Regional Council discussed the present and future branding for child care scholarships and the possibility of working with the administrative home (Valley of the Sun United Way) to have written branding of First Things First.

#### **Discussion and Approval of SFY 2011 Funding Allocations**

Ms. Avant discussed Evaluation and the recommendation from the November 12, 2010 work session.

Member Strain moved that the Cochise Regional Partnership Council move the \$50,000 allocated to Regional Evaluation line item to the Carry Forward line item for state fiscal year 2011. Vice Chair Vetter seconded the motion. The Regional Council discussed the need to reassess this line item as data becomes available.

Motion carried 8:0

Ms. Avant discussed Coordination and the recommendation from the November 12, 2010 work session. Ms. Avant also provided a background of the Regional Council's work with Coordination and a job description for a new Coordination position. Coordination has been a Cochise regional strategy since 2009. In state fiscal year 2010 this strategy was developed by Rebecca Drummond of the University Of Arizona College Of Public Health to learn more about developing a coordinated system within Cochise County. The new Coordination staff position would include \$95,000 for the salary/ERE of the coordination position and \$5,000 for an outside facilitator if needed. A resource guide will be created and will be an online document for changes to be regularly made and to allow the guide to be printed on an as needed basis. The Regional Council discussed combining Communication into the Coordination position. The Regional Coordinator recommended that, in order to address coordination and collaboration to the depth and complexity of the original intent of the Council, it would be more in line with the Regional Council's objective to hire for coordination only. The Regional Coordinator would continue outreach activities and presentations to school boards, civic organizations, community groups, and City Councils. Member Strain spoke of the political climate a new hire would be stepping into and the criticism of hiring staff, however the new position would not "alleviate the duties and responsibility of the Regional Council to go out into the community". This would also allow the Regional Coordinator to remain involved within Cochise County.

Member Humburg moved that the Cochise Regional Partnership Council continue with the Coordination allocation and strategy, removing the production of a Resource Guide; however an electronic guide will be implemented and a full-time staff will be hired. Member Dailey seconded the motion. The Regional Council discussed the critical need to bring together the First Things First grantees as well as other early childhood agencies in order to create a cohesive system. The Regional Council discussed the requirements of the coordination position, such as living within the county and knowledge of early childhood issues.

Motion carried 8:0

Member Ryan joined the meeting at 11:40 a.m.

#### **Discussion and Approval of SFY 2012 Funding Plan Strategies**

Member Gonzales joined the meeting at 11:53 a.m.

Melissa Avant, Regional Coordinator provided the Regional Council with a handout and discussed Strategy 4, T.E.A.C.H., and the recommendation from the October 08, 2010 work session.

Member Dailey, Chair Howe, Member Hoyack and Member Strain each declared conflict of interest and recused themselves.

Member Bae moved that the Cochise Regional Partnership Council approve \$62,385 to Strategy four, T.E.A.C.H., for the continuation of 15 scholars for state fiscal year 2012. Member Humburg seconded the motion. A roll call vote was taken:

Ana Bae	Yes
Mario Gonzales	Yes
Renae Humburg	Yes
Ginger Ryan	Yes
Michael Vetter	Yes

Nancy-Jean Welker
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Yes
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Motion carried 6:0

Member Gonzales left the meeting at 12:55 p.m. Quorum was maintained.

**Discussion and Approval of New/Expanding Strategies and Funding Mechanism for SFY 2011**

Melissa Avant provided handouts and discussed Food Boxes. The recommendation from the October 13, 2010 work session was to expand a food box strategy that would include a voucher system and utilize the home visitation strategy as a referral source for the voucher system. A voucher system would be in place for state fiscal year 2011 and state fiscal year 2012 to sustain a child for a year on healthy nutritious food.

Member Strain moved to open the topic of food boxes for discussion. Vice Chair Vetter seconded the motion. Motion carried.

The Regional Council discussed the criteria for creating a food box based on age group and the benefits of providing a child food for a year with voucher versus a set number of boxes provided for the county. The Regional Council spoke with Tony Bruno, Community Food Bank, about reporting methods for food banks. The Community Food Bank is contractually obligated to obtain the ages in the families.

Member Hoyack moved that the Cochise Regional Partnership Council approve the New Food Insecurity Strategy as a request for grant application in the amount of \$100,000 using state fiscal year 2010 Carryover funding and \$100,000 from state fiscal year 2012 making this a 15 month request for grant application for \$200,000. The Regional Council requested a work session concerning Food Insecurity. Member Dailey seconded the motion.

Motion carried 9:0

**Discussion and Approval of SFY 2012 Funding Plan Strategies**

Melissa Avant provided the Regional Council with a handout and discussed Strategy 12, Food Insecurity, and the recommendation from the October 12, 2010 work session.

Member Bae moved that the Cochise Regional Partnership Council allocate \$100,000 to strategy twelve, Food Boxes, for state fiscal year 2012 not utilizing the voucher system. Member Strain seconded the motion. The Regional Council discussed the level of information desired in the request for grant application process.

Motion carried 9:0

**Discussion and Approval of New/Expanding Strategies and Funding Mechanism for SFY 2011**

Ms. Avant provided handouts and discussed strategy 10, Partial Scholarships and the recommendation from the October 12, 2010 work session. Depending on the funding level the Regional Council could vote on 75% at 6,000 per child; this would be 94 children served within all 30 Quality First Centers/Homes with an estimated cost of \$584,000 or 50% at 3,000 per child; this would be 100 children served within all 30 Quality First Centers/Homes at an estimated cost of \$300,000.

Member Dailey, Chair Howe and Member Hoyack each declared a conflict of interest and recused themselves.

Member Strain moved that the Cochise Regional Partnership Council approve the Expanded Partial Scholarship Strategy for state fiscal year 2011 Quality First! centers and homes using the 50% funding level, utilizing the Statewide Contract, with the Valley of the Sun United Way in the amount of \$100,000 for state fiscal year 2011 using state fiscal year 2010 Carryover funding. Member Humburg seconded the motion.

Motion carried 6:0

**Discussion and Approval of SFY 2012 Funding Plan Strategies**

Ms. Avant provided the Regional Council with a handout and discussed Strategy 10, Quality First! scholarships, and the recommendation from the October 12, 2010 work session.

Member Dailey, Chair Howe and Member Hoyack declared conflict of interest and recused themselves.

Member Strain moved that the Cochise Regional Partnership Council approve \$584,000 to strategy ten, Continuation of Quality First! scholarships for state fiscal year at the 75% funding level. Member Humburg seconded the motion.

Motion carried 6:0

Melissa Avant provided the Regional Council with a handout and discussed Strategy 1, Home Visitation, and the Regional Council recommendation from the October 13, 2010 work session.

Member Bae declared a conflict of interest and recused herself.

Vice Chair Vetter moved that the Cochise Regional Partnership Council approve \$1,039,250 to strategy one, Home Visitation, for state fiscal year 2012. Member Hoyack seconded the motion.

Motion carried 8:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 2, Speech/PT/OT Therapists, and the Regional Council recommendation from the October 08, 2010 work session.

Member Ryan declared a conflict of interest and recused herself.

Vice Chair Vetter moved that the Cochise Regional Partnership council approve \$80,500 to strategy two for administrative and programmatic fees to continue the Therapists program for state fiscal year 2012. Member Dailey seconded the motion.

Motion carried 8:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 3, Quality First!, and the Regional Council recommendation from the October 12, 2010 work session.

Member Dailey, Member Howe and Member Hoyack declared a conflict of interest and recused themselves.

Member Bae moved that Cochise Regional Partnership Council approve \$586,050 to strategy three, Quality First!, for the continuation of 20 centers and 20 homes for state fiscal year 2012. Member Humburg seconded the motion.

Motion carried 6:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 5, Health and Nutrition.

Member Bae and Member Ryan declared a conflict of interest and recused themselves.

Vice Chair Vetter moved that the Cochise Regional Partnership Council approve \$168,552 to strategy five, Health and Nutrition, for state fiscal year 2012. Member Hoyack seconded the motion.  
Motion carried 7:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 6, Mental Health Credentials and the Regional Council recommendation from the October 08, 2010 work session.

Member Ryan moved that the Cochise Regional Partnership Council approve \$49,999 to strategy six, Mental Health Credentials, for state fiscal year 2012. Vice Chair Vetter seconded the motion.  
Motion carried 9:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 7, Communication, and the Regional Council recommendation from the November 12, 2010 work session.

Member Strain moved that the Cochise Regional Partnership Council approve \$90,730 to strategy seven, Communication, for state fiscal year 2012. Member Bae seconded the motion.  
Motion carried 9:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 8, Coordination, and the Regional Council recommendation from the November 12, 2010 work session.

Vice Chair Vetter moved that the Cochise Regional Partnership Council approve \$100,000 to strategy eight, Continuation of Coordination for state fiscal year 2012. Member Ryan seconded the motion.  
Motion carried 9:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 9, Oral Health.

Member Bae and Member Ryan declared a conflict of interest and recused themselves.

Member Dailey moved that the Cochise Regional Partnership Council approve \$190,000 to strategy nine, Continuation of Oral Health, for state fiscal year 2012. Member Strain seconded the motion.  
Motion carried 7:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 11, Pre-K Expansion, and the Regional Council recommendation from the October 12, 2010 work session.

Member Dailey, Member Howe and Member Welker declared a conflict of interest and recused themselves.

Member Humburg moved that the Cochise Regional Partnership Council continue to allocate \$0 to strategy eleven, Pre-K Expansion for state fiscal year 2012. Member Bae seconded the motion. The Regional Council discussed the desire to revisit this strategy in the years to come.  
Motion carried 6:0

Ms. Avant provided the Regional Council with a handout and discussed Strategy 13, Mental Health Consultant, and the Regional Council recommendation from the October 08, 2010 work session.

Member Dailey and Chair Howe declared a conflict of interest and recused themselves.

Member Bae moved that the Cochise Regional Partnership Council allocate \$0 to strategy thirteen, New Mental Health Consultation Strategy. Member Hoyack seconded the motion.  
Motion carried 7:0

Ms. Avant discussed Needs and Assets and the Regional Council recommendation from the November 12, 2010 work session.

Vice Chair Vetter moved that the Cochise Regional Partnership Council allocate \$10,000 to Needs and Assets line item for state fiscal year 2012. Member Dailey seconded the motion.  
Motion carried 9:0

Ms. Avant discussed Regional Evaluation and the Regional Council recommendation from the November 12, 2010 work session.

Member Strain moved that the Cochise Regional Partnership Council allocate \$0 to Regional Evaluation line item for state fiscal year 2012. Vice Chair seconded the motion.  
Motion carried 9:0

Ms. Avant discussed State Evaluation and the Regional Council recommendation from the November 12, 2010 work session.

Member Ryan moved that the Cochise Regional Partnership Council acknowledge and continue with the statewide allocation of \$131,946 to Statewide Evaluation line item for state fiscal year 2012. Member Dailey seconded the motion.  
Motion carried 9:0

#### **Announcements**

Next Meeting – January 20, 2011 at 1:00p.m. Location TBA

The State Board meeting is December 6<sup>th</sup> and 7<sup>th</sup> in Sierra Vista. A new venue is being located. The Windemere Hotel was the original meeting site; however alternatives are being searched for due to scheduling errors by the hotel. On December 6, a tour is scheduled at noon. Afterwards there is a reception planned from 6 p.m. to 8 p.m.

Member Ryan informed the Regional Council that Chiricahua Community Health centers has hired its 6<sup>th</sup> pediatrician.

Member Welker shared information on the Northeast Cochise County Economic Workshop held in Bowie, AZ.

Member Dailey informed the Regional Council that Member Bae will be holding a brain development class at Imagine Early Learning Center.

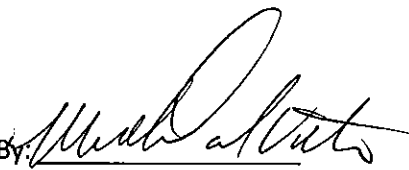
Member Bae invited the Regional Council to attend a brain development class on December 14 at the University of Arizona South campus from 9 – 4 p.m.

**Adjournment**

There being no further discussion, Chair Howe adjourned the meeting at 1:48 p.m.

Dated this 20 day of January, 2011.

Submitted By: Cristal Martin  
Administrative Assistant

Approved By:   
Vice Chair, Michael Vetter